

Open Job Announcement

CC Communications is owned & operated by Churchill County, Nevada
An Equal Opportunity Employer

Accountant

Salary: M71 \$64,531.15 - \$86,724.48 annually

Position opens September 28, 2023 until filled.

(Salary placement depends on qualifications and budget constraints)

Plus 100% paid PERS(defined benefit) retirement, health insurance, vacation and sick leave

Applications are invited for the full-time position of Accountant for *CC Communications*. Position works in the Accounting Department and is responsible for maintaining financial, general and subsidiary records for the Company. Position provides complete and accurate records and statistical reports for the CFO and outside auditors.

Duties include but are not limited to: Responsible for financial statement preparation in accordance to FCC Part 32 accounting rules and GASB regulations, as they apply. Reviews and audits general ledger accounting records, reconciliation of asset and liability accounts including reconciliation of bank statements to the general ledger. Preparing, reviewing,

inspecting and auditing general ledger, subsidiary ledgers, accounting records, record keeping and statistical functions of CC Communications and its subsidiaries. Reconciles bank statements and numerous other asset and liability accounts. Develops and recommends guidelines for audit and system controls. Performs, reviews and/or assists in internal audits. Maintains accuracy and allocates clearing accounts in accordance with FCC regulations. Prepares and distributes reports as required by regulatory agencies. Reviews and analyzes depreciation rates. Assists with the budget process.

Successful candidate may be subject to a drug/alcohol test and a criminal background check.

MINIMUM QUALIFICATIONS

Any combination of training, education and experience that would provide the required skills, knowledge and abilities needed to perform the assigned duties of the position. A typical way to acquire the required skills, knowledge and abilities is:

Completion of the requirements for a high school diploma or equivalent **and**

- Four-year college degree in accounting, finance, business administration or a closely related field. A CPA or completion of the requirements for an advanced degree in accounting, finance, economics,

business or a closely related field is preferred.

- Experience in regulated utilities or telephone industry is preferred.
- At least three (3) years of progressively responsible experience working in an accounting setting. Must have working knowledge of standard desktop computer hardware and software. Proficient in Microsoft Office and/or related programs.

APPLICATION PROCEDURE:

Application materials are available at *CC Communications*, 899 S. Maine Ave, Fallon, Nevada or online at www.cccomm.net. **You must submit a completed CC Communications employment application and a résumé to CC Communications Human Resources, P.O. Box 1390, Fallon, NV, 89407 or drop off at 899 S. Maine Ave., Fallon, Nevada by the deadline for consideration.**

Résumés will not be accepted in lieu of completing and submitting the proper application materials by the closing date. Failure to submit the proper application materials will remove the candidate from consideration.

Position will remain open until filled. Your application materials must clearly show your qualifications for the position to receive further consideration. Applicants may be required to take a test, submit supplemental material and/or take part in an interview. Successful candidate may be subject to a drug/alcohol screen and a criminal background check.

BENEFITS:

- **Retirement – Public Employee Retirement (PERS)** – A defined benefit plan. Company pays 100% of contribution, and employee has no Social Security deduction. Five years to vest.
- Company pays 100% of employee premiums for medical, dental, long-term disability, vision and life insurance. (Dependent coverage available at cost to employee.)
- Deferred Compensation plan allows employee to invest money in Pre-Tax dollars to save for retirement.
- Vacation Leave - starting at 12 days per year.
- Holidays – 12 days per year.
- Sick Leave - 15 days per year.
- Tuition Reimbursement and Computer Purchase Program.
- Supplemental Life Insurance, Wellness and Safety Program, Employee Assistance Program and Credit Union membership are available.

**This announcement is generally descriptive of the duties and qualifications for the job.
It is not to be construed as an expressed or implied contract.**

CC Communications recognizes the fundamental right of applicants and employees to be assessed on merit alone. Therefore, it is the policy of CC Communications to provide equal employment opportunity for all applicants and employees. CC Communications does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, medical condition, disability or veteran status.